

DEPARTMENT OF GENERAL SERVICES

Copies of the following document may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Department of General Services, Office of Surplus Property at 1910 Darbytown Road, Richmond, Virginia 23231.

Questions regarding interpretation of these documents may be directed to Bradley W. Crawford, director, Surplus Property at 804-236-3675 or Brad.Crawford@dgs.virginia.gov

Guidance Documents:

Commonwealth of Virginia, Department of General Services, Virginia Federal Property Agency, State Plan of Operation, March 24, 2009, §2.2-1123.

Division of Engineering and Buildings Bureau of Capital Outlay Management

Copies of the following documents may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Bureau of Capital Outlay Management, 6th Floor, 1100 Bank Street, Richmond, VA 23219. Copies may be viewed or downloaded at no cost from the Bureau's website, <http://bcom.dgs.virginia.gov> .

Questions regarding interpretation of these documents may be directed to W. Michael Coppa, Director, Bureau of Capital Outlay Management, 6th Floor, 1100 Bank Street, Richmond, VA 23219, telephone (804) 786-4398, FAX (804) 225-4709 or e-mail Mike.Coppa@dgs.virginia.gov .

Guidance Documents:

2004 Construction and Professional Services Manual, Oct 2004 (Rev 1), § 2.2-1132.

Bureau of Facilities Management

Copies of the following documents may be viewed during regular business hours from 8 a.m. until 4:30 p.m. in the office of the Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Janie Barnes, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807 or FAX (804) 371-7974.

Questions regarding interpretation or implementation of these documents may be directed to Bruce E. Brooks, Director, Bureau of Facilities Management, Zincke Building, Room 101, 203 Governor Street, Richmond, VA 23219, telephone (804) 371-4807, FAX (804) 371-7974 or e-mail: bruce.brooks@dgs.virginia.gov.

Guidance Documents:

Department of General Services Directive 3-90, Cable Installation, March 1990, § 2.2-1129 et seq.

Department of General Services Directive 12A, Agency Space Plans, § 2.1-481

Department of General Services Directive No. 14, Policies and Procedures for the Use of Parking Facilities, updated November 14, 2008.

Department of General Services Directive No. 15, Indoor Clean Air, April 27, 2005, § 15.1-291.1 et seq.

Division of Real Estate Services

Copies of the following documents may be viewed during regular business hours from 8:15 a.m. until 5 p.m. in the office of the Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219. Copies may be obtained by contacting Rhonda Johnson, Division of Real Estate Services, 1111 E. Broad Street, 2nd Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673, or e-mail charles.hess@dgs.virginia.gov. These documents may also be downloaded, at no charge, from our website at: www.dgs.virginia.gov/DRES.

Questions regarding interpretation or implementation of these documents may be directed to Charles Hess, Director, Division of Real Estate Services, 1111 E. Broad Street, 7th Floor, Richmond, VA 23219, telephone (804) 225-3874, FAX (804) 225-4673 or e-mail charles.hess@dgs.virginia.gov.

Guidance Documents:

Department of General Services, Division of Engineering and Buildings, Directive No.1 (revised) dated June 15, 1984, Attachments K and L, revised August 12, 1986.

Real Property Management Manual, Chapter One: Acquisition by Lease, issued July 1, 2008, revised August 18, 2009

Real Property Management Manual, Chapter Two: Fee Acquisition, issued December 10, 2002

Real Property Management Manual - Chapter Five: Antenna Policy: Leasing Land and Space for Communication Antennas, Revised May 1, 2009

Division of Purchases and Supply

The following document is available at no cost at www.eva.virginia.gov. This publication is only available electronically. Questions regarding interpretation or implementation of this document may be directed to Sherie Sensabaugh, Division of Purchases and Supply, 1111 E. Broad Street, P. O. Box 1199, Richmond, Virginia 23218-1199, telephone (804) 786-3846, FAX (804) 371-7877 or e-mail: bob.sievert@dgs.virginia.gov.

Guidance Document:

Virginia Business Opportunities (VBO) Ads